

Downtown Providence District Management Authority

Board of Directors meeting minutes

Thursday, December 21, 2006 8:30 a.m.

1. Roll Call

Director Granoff called the meeting to order at 8:32 a.m.

Directors present: Michael Corso, Robert Gagliardi, Richard Galvin, Evan Granoff, Richard Lappin, Thomas Niles, Maria Ruggieri, and.

Directors absent: Christopher Placco, and Stanley Weiss.

Ex-Officio Members present: Diane Burdett

Others present: Dan Baudouin, Executive Director of the Providence Foundation; Joelle Crane, Program Manager of the Providence Foundation; Steve Gibson, President of Urban Place Consulting; Frank LaTorre, DID Director of Public Space; Leslie Huikko, DID Director of Finance and Administration; Frank Zammarelli, Operations Manager of Block-By-Block.

2. Approval of the minutes of the November 16, 2006 Board meeting

Director Granoff motioned to approve the minutes from the November 16, 2006 board meeting. Director Gagliardi seconded the motion and a roll call vote was held as follows:

Director Corso yes

Director Gagliardi yes

Director Galvin yes

Director Granoff yes

Director Lappin yes

Director Niles yes

Director Ruggieri yes

Therefore, the motion passed.

3. Financial Report

Steve Gibson presented the financial reports for the month of November 2006. The Statement of Financial Position reflects the DID's continued secure financial position. Collection efforts continue on unpaid assessments. The Statement of Operations indicates that the DID remains under-budget for nearly all expenses, and the year-to-date budget is on track.

The Community Development Block Grant funds awarded to the DID in May 2006 have not been received to date, but will be awarded as reimbursements on the purchases of trash receptacles. The grant funds will be reflected in December's financials as a receivable.

A discussion followed regarding the current reserve fund (which includes a sinking fund for equipment replacement) and how it relates to the assessment rates. This item was tabled for further discussion at the Board retreat and budget development process.

Director Gagliardi motioned to accept the November financial reports as presented. Director Niles seconded the motion, and a roll call vote was held as follows:

Director Corso yes

Director Gagliardi yes

Director Galvin yes

Director Granoff yes

Director Lappin yes

Director Niles yes

Director Ruggieri yes

Therefore, the motion passed.

4. 2007 Planting and Beautification Program

After having previously partnered with GroundWork Providence, the DID now holds primary responsibility for the planters and selected traffic island plantings since late summer 2006. An RFP was posted for the design and implementation of a district-wide planting master plan, and five firms submitted proposals. Three firms were interviewed, and the selection committee continues to work toward consensus regarding the best firm for the task.

The Board instructed the selection committee to consider affordability (though the lowest bidder is not required) availability to Block-By-Block staff who will be implementing the plan, experience implementing projects of similar scope, and ability to swiftly execute a practical, sustainable plan.

Director Galvin motioned to authorize the Chair and Vice Chair to enter into an agreement not to exceed \$15,000 for the design of a

district-wide planting master plan with the qualified firm identified by the selection committee following a thorough inquiry into the qualifications of the top 2 contending firms. Director Niles seconded the motion, and a roll call vote was held as follows:

Director Corso yes

Director Gagliardi yes

Director Galvin yes

Director Granoff yes

Director Lappin yes

Director Niles yes

Director Ruggieri yes

Therefore, the motion passed.

5. Marketing Report

The DID newsletter was mailed this week to property owners, business owners, City officials, and Board members.

6. Report from Urban Place Consulting & Director of Public Space

Steve Gibson announced that he has changed Leslie Huikko's title to Director of Finance and Administration to more accurately reflect her scope of work.

Frank LaTorre provided the Board with an explanation of his project matrix. First, he reported on the Hospitality Resource Partnership, formerly called "Responsible Hospitality." Thirty people remain involved in the efforts, focusing on two main priorities: 1) safety,

security and consistent enforcement and 2) documenting standards and expectations. He will soon begin to inventory space in order to generate a list of businesses.

Jim Peters, President of the Responsible Hospitality Institute, will return to Providence on January 11th and 12th to give presentations about managing hospitality zones to the Mayor, the City Council, and the License Board. Although the DID initiated this effort, Director Ruggieri explained that the organization is now one of many active participants.

Frank LaTorre and Gary Bliss of the Mayor's office continue their committee work to address street-lighting issues within the downtown area. Since this is a public safety issue, the City is exploring tax incentives to encourage the up-lighting of buildings. In collaboration with Johnson Controls, they will create both a short and long term lighting plan.

The DID has been working with the State in preparation for the major sidewalk construction that will occur in the summer of 2007. Frank Zammarelli provided a more detailed update about minor repairs being completed by both Block-By-Block and the City.

The Downtown Security Network is planning to reconvene on the 4th Wednesday of the month at 1:30 PM. January 24th is the tentative date, although it has not been finalized. Lieutenant Figueiredo will

share crime statistics at the meeting.

A discussion followed regarding CDBG grant applications, which are due by January 23, 2007. Last year, the DID received \$40,000 with the support of City Council members and the Mayor. The Board decided to request the following public facilities improvements totaling \$90,000: trash receptacles to replace the plastic City receptacles on the sidewalks within the district (\$30,000); trees and other landscaping amenities including tree guards (\$30,000) and community information kiosks (\$30,000).The Board acknowledges that if the grant is awarded, it may be for an amount less than that requested.

Director Gagliardi motioned to authorize Mr. LaTorre to prepare, sign and submit a CDBG grant application in the amount of \$90,000. Director Corso seconded the motion, and a roll call vote was held as follows:

Director Corso yes

Director Gagliardi yes

Director Galvin yes

Director Granoff yes

Director Lappin yes

Director Niles yes

Director Ruggieri yes

Therefore, the motion passed.

7. Report from Block-By-Block

Frank Zammarelli reported that November statistics are good, and the patterns remain consistent. The equipment has been winterized and will be maintained throughout the next few months. His team is ready for snow removal. Brick work, pressure-washing and graffiti removal will resume in the spring. He also mentioned that aggressive panhandling and other disturbing behavior should be reported directly to the police. He would like to see more police foot patrols on the street, particularly near the bus stop on Washington Street.

8. Other Business

The Board retreat will take place on February 15th, the date of the regularly scheduled meeting. Before the next Board meeting in January, the DID will circulate a survey of questions about the issues to discuss.

9. Adjournment

Director Granoff adjourned the meeting at 9:57 a.m.

Respectfully submitted,

Leslie Huikko

Director of Finance and Administration